



DEPARTMENT OF DEVELOPMENTAL SERVICES - NORTH REGION  
JOB OPPORTUNITY  
**DEVELOPMENTAL SERVICES RESIDENTIAL PROGRAM SUPERVISOR 1**  
**IFS - NEWINGTON**

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!**

**Open To:** Must be on the current exam list or lateral transfer  
**Position:** Developmental Services Residential Program Supervisor 1  
**Location:** IFS – Newington  
**Job Posting No:** 00017467  
**Hours:** Monday through Friday 9:00am - 4:30pm  
*Flexible schedule to meet individual and family needs*  
RDO's: Saturday and Sunday  
**Salary:** \$60,457 to \$81,620 annually \*  
\*Incumbents new to state service begin at minimum  
**Closing Date:** June 16, 2014

**Eligibility Requirement:** Candidates must have passed the Developmental Services Residential Program Supervisor 1 exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. DDS employees currently holding the title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**DUTIES AND RESPONSIBILITIES:** Duties consistent with the Developmental Services Program Supervisor 1 job classification. Coordinates individual and family respite eligibility and scheduling; oversees supervision, operations and oversight for the Region's Family Respite Centers; provides back up supervision for DSSLW staff employed in four (4) regional offices, and seasonal workers, as employed; Direct coordination and scheduling of case assignments from presently over 50 case managers and the Regional Helpline (1,100 families) to respite centers on an ongoing basis. Other services may include, but are not limited to: OPA referrals for Immediate Protective Services Plans, crisis supports, incapacitation of caregivers, medical appointments, residential life skills assessments, and other supports and services to avoid costly residential placement of individuals; Assigns workers to cases and monitors the performance of intervention services used, the need for modifications, and the continuation of service; Monitors health and safety and complies with individual's plans for service delivery; Coordinates crisis services; May be assigned responsibility for orderly operation of facility on a shift; Ensures staff are performing duties as written by behaviorist, speech/communication therapist or other disciplines; May coordinate in-home family support services with hospitals, care coordinators, and families for comprehensive supports upon discharge; Trains staff on policies and procedures applicable to their job description and ensures they are implemented with programs, facilities, and services to families; Ensures appropriate Medicaid billing for billable services; Reviews monthly data and prepares quarterly reports; Conducts periodic surveys with families to assist in evaluating employee performance; Responds to consumer/family complaints; Conducts fact findings; Corrects deficiencies; Monitors and evaluates employee performance; Completes evaluations for staff; Uses disciplinary action when necessary; May interview for vacant positions; May make visits to program sites or family homes to assess services or respond to concerns; May be involved in emergency placement or relocation of individuals; Attends statewide meetings on best practices in implementing services to families; Assists in the writing of policies,

procedures and protocols; May assist in statewide Respite based initiatives; may coordinate community life skills development programs; assist in Training Academy initiatives; Requests supplies and prepares requisitions; Prepares maintenance requests; Acts as a member of the DDS IFS Team, participating in community presentations, family forums, parent and community groups, and serves on regional or statewide committees. Knowledgeable in ICF/MR rules and regulations; Performs other related duties as required.

**SPECIAL REQUIREMENT:** Incumbents in this class will be required to travel. Knowledge of use of Outlook, Word, Excel and Access; Requires advanced computer skills working in spreadsheets and database systems and communicating with Case Managers. Flexible schedule to meet individual and family needs.

**Note:** The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Application Procedure for Current DDS Employees who are Lateral Transfer Candidates and Applicants for Promotion within the DSW Classification Series:**

Interested and qualified candidates who meet the above requirements should submit a fully completed DDS Application for Lateral Transfer/Promotion and copies of their last two performance appraisals.

**Application Procedure for All Other Applicants:**

Interested and qualified candidates who meet the above requirements should submit a fully completed Application for Examination or Employment (CT-HR-12) located at [www.das.state.ct.us/exam](http://www.das.state.ct.us/exam). Current State employees must also provide copies of their last two performance appraisals. Non-State employees must also provide 2 letters of reference.

**Incomplete application materials will not be considered.**

**All application materials must be received by 11:59 p.m. on the closing date indicated above.**

**Send application materials to:**

**Department of Developmental Services — North Region**

**155 Founders Plaza, 255 Pitkin Street**

**East Hartford, CT 06108**

**Attn: Carol Pfeifer**

**Email: [carol.pfeifer@ct.gov](mailto:carol.pfeifer@ct.gov) Phone: 860-263-2618 Fax: 860-622-4967**

**Preferred method of application is via fax to 860-622-4967**

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.